

PLANNING DIRECTOR

FLSA Status – Exempt

EEO Code – A/Officials and Administrators

Class Code – M170

GENERAL DESCRIPTION OF THE DUTIES

This position is responsible for directing the development and use of land within the city and urban growth boundary. The Planning Director plans, directs and oversees the land use and transportation planning, and urban renewal and economic development programs for the City, with accountability for results in terms of urban form and community livability, costs, personnel and methods. This position performs professional planning and design work, communicates with the public in matters related to departmental activities and responsibilities, and supervises department personnel in the performance of their duties.

SUPERVISION RECEIVED

This position works under the direction of the City Manager.

SUPERVISION EXERCISED

This position is responsible for 2 - 5 FTE.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed are not to be construed as all-inclusive. The essential duties will include other responsibilities as assigned and required.

1. Evaluates, develops, and implements programs, policies, and procedures to improve the effectiveness and efficiency of the department. Establishes departmental goals and objectives. Plans and develops departmental programs and services based on analysis of legal, social, economic, environmental, and political factors, workload, and staffing levels to provide appropriate and effective planning and economic development services to the community.
2. Reviews design of subdivisions, multi-family residential, commercial, and industrial development proposals and critiques against municipal and state codes and professional design concepts.
3. Provides assistance to owners and developers of development projects. Assists general public by resolving complaints regarding department activities, answering their land use questions, and by advising them on courses of action via telephone, correspondence, and in person. Attends various community group, professional, and civic organization meetings to communicate City direction, planning programs, and policies.
4. Assigns, supervises, and evaluates work of Department personnel. Hears grievances and administers disciplinary action. Interviews and effectively recommends hiring and termination actions. Ensures provision of adequate training within department.
5. Administers land use codes including zoning, land division, transportation, annexation, manufactured housing, and planned development overlay codes. Receives, reviews, and processes requests for annexation, land division, rezone, plan amendment, etc. Conducts necessary studies and analyses, and

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prepares related reports. Develops recommends, and communicates information to the Planning Commission, City Council, and other assigned committees.

6. Works closely with the Community Development Director to ensure the smooth transition of projects through the various stages of development throughout the City.
7. Works as an integral team member with representatives of other organizations and agencies, assists existing/prospective businesses in their efforts to expand/locate in City, including activities such as site location, facilities, financing alternatives, and providing information and assistance in obtaining necessary permits, licenses, zoning, and other needs.
8. Develops department budget. Reviews and approves purchase orders, and plans and specifications for facilities maintenance improvements. Monitors expenditures to approved budget.
9. Prepares and administers grant applications and requests for proposals.
10. Attends City Council and various other meetings, providing input and receiving direction or other information. Prepares findings, resolutions, ordinances, and reports for information or action by Council or Planning Commission.
11. Administers McMinnville's Urban Renewal Plan; supports the work of the Urban Renewal Agency and Urban Renewal Advisory Committee; prepares reports and other related information necessary to implement the adopted plan; prepares budget; and coordinates with other City staff (e.g., Finance Director, City Attorney, Community Development Director) in the implementation of the plan.
12. Follows all safety rules and procedures established for work areas.

OTHER JOB FUNCTIONS

1. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Broad knowledge of planning, economic development, and public/business administration.
- Considerable knowledge of land use planning and laws.
- General computer literacy.

Skills

- Skill in establishing and maintaining effective working relationships with individuals from diverse backgrounds.

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Ability

- Ability to communicate effectively with the public, members of outside agencies, and employees.

EXPERIENCE AND EDUCATION

Requires the equivalent to a four year university education in urban planning, geography, design, or related field and eight years planning experience including experience in a supervisory capacity, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the essential job duties.

DESIRABLE EXPERIENCE, TRAINING AND CERTIFICATIONS

Completion of Masters degree in Urban Planning. Previous experience as the planning head in a municipality. Member of the American Institute of Certified Planners (AICP).

PHYSICAL DEMANDS OF POSITION

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 25 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, motorized vehicle, etc. Reasonable accommodation will be provided to otherwise qualified individuals with a disability and known limitations.

WORKING CONDITIONS

Usual office working conditions. The noise level in the work environment is typical of most office environments. Attendance at various meetings will involve evening work hours.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

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Established: 10/94

Revised: 05/01

Revised: 03/06

Revised: 05/16